

Job Title: Driver/Laborer	Hours per week: 40	FLSA Status: Non-Exempt
Reports to: DPW Superintendent	Department: Public Works	Grade: Grade D (non-union)

TOWN OF STERLING
DRIVER/LABORER

Statement of Duties

Operates a variety of motor driven vehicles and equipment including trucks with a rated capacity of more than 26,000 lbs. G.V.W. (Gross Vehicle Weight), tractors, road sweepers, loaders, etc. in the provision of public works services; all other related work as required.

Supervision

Works under the direct supervision of Superintendent Public Works and DPW Foreman. Incumbent receives direct orders from a supervisor who indicates the general work to be performed and outlines the total project. While an employee receives work instructions on the job, employee exercises initiative in meeting and overcoming physical obstacles and performs a great deal of work with a degree of independence.

Job Environment

Work is performed mainly out of doors in all kinds of weather conditions. Incumbent is expected to perform work while walking on rough terrain, often climbing into holes, trenches, and ditches. Noise is always present. Safety hazards are commonplace using hazardous materials, working near power cables, etc. that are commonly found at construction sites.

Operates a variety of motor driven vehicles and hand power tools.

Makes occasional contact with the general public and in house personnel. Contact is by telephone, in person, and personal meetings.

Errors in the use of equipment in accordance with established procedures could lead to endangerment of public health and safety; could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Operates a variety of motor driven vehicles and equipment including trucks, road sweepers, snow plows, back hoe, loader, catch basin cleaner, road grader, etc.

Operates air compressors and related attachments, concrete mixers, chain saws, brush chipping machines, lawn mowers and other light equipment in accordance with department safety procedures.

Assists in the snow and ice removal operations and other emergency work by performing assigned tasks.

May be asked to perform repairs on water mains, services and ancillary equipment, digging graves, installation of drainage pipe and structures, and loading trucks.

Uses a variety of power driven and hand tools to perform assigned tasks.

May be required to perform duties during off duty hours including when called from standby status for emergencies. Will be on the standby list when deemed ready by their supervisor.

Performs other similar or related work as required or as the situation dictates.

Recommended Minimum Qualifications

Education and Experience

High School Degree plus at least two years prior experience operating heavy equipment and trucks in construction and maintenance work; or any equivalent combination of education and experience which provides the required knowledge, skills or ability required.

Special Requirements

Possession of a Commercial Driver's License (CDL) class B with air brake endorsement and a Hoisting Engineer License 2B are required. Class A CDL, hoisting license 4E and 4G are preferred.

Knowledge, Ability and Skill

Knowledge: Working knowledge and skill in the operation and maintenance of heavy motorized equipment, including operating equipment over rough and unstable ground. Working knowledge of occupational hazards and of safety precaution to be exercised to ensure safe operation of equipment, and to assure the safety of fellow workers and general public.

Ability: Ability to interact in a positive and effective manner with employees and the general public. Ability to communicate effectively, orally and in writing. Ability to operate a telephone and standard office equipment. Ability to execute oral and written instructions in precise manner. Ability to perform strenuous, physical work over an extended period of time, involving digging, prying etc. and to lift, carry and place heavy objects up to 100 pounds.

Must be able to plow with all hydraulic equipment on designated route.

Skill: Excellent employee relations and public relations skills and ability to handle multiple tasks. Good judgment, skill and tact and able to maintain effective staff and customer relations. Demonstrated skill in use of heavy equipment and power-driven hand tools and equipment used in public works construction and maintenance work.

Physical and Mental Requirements

Moderate to heavy physical effort required in connection with the operation and maintenance of department equipment. Frequent lifting in excess of 30 pounds and occasional lifting of 100 pounds required. Must be able to access all areas of a construction work site. There is likely to be a great deal of standing, walking, sitting and talking or hearing; use of hands to finger, handle or feel objects, tools or controls and to reach with hands and arms, bending and climbing and working in dimly lit areas. Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally. Specific vision requirements include close vision and the ability to adjust and focus. The use of equipment can often be conducted in hazardous and cramped conditions, and employee must be watchful at all times for potential safety hazards.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.